

VACANCY NOTICE

2006-#05

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>ACCOUNTANT / INVEST. ANALYST</u>	CLASSIFICATION CODE: <u>00452000</u>
	SALARY RANGE: <u>GR. 327 \$46,373 - \$52,168</u>	REFERENCE POSITION NO.: <u>2330-10000-18</u>
	Department or Agency Name <u>TREASURY</u>	APPLICATION PERIOD: <u>05/18/2006 - 05/24/2006</u>
	Division/Section/Unit <u>INVESTMENTS</u>	
	Assignment(s) / Comments <u>UNCLASSIFIED POSITION</u>	
	Shift and Days: <u>MON - FRI: 8:30am - 4:00pm</u>	Job Location: <u>40 FOUNTAIN STREET, PROVIDENCE</u>
	Restrictions/Limitations: <u>NONE</u>	
	Position Covered By Collective Bargaining Union Agreement Yes <u>XXX</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>COUNCIL 94, LOCAL 2884</u>	
	There is* <u> </u> is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
• Reasonable Accommodations:		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• Medical Information:		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	DUTIES / RESPONSIBILITIES:	
	SEE ATTACHED JOB SPECIFICATIONS.	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: Experience: Such as may have been gained through: Special Requirements:	
SEE ATTACHED JOB SPECIFICATIONS.		
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	CATHERINE KING AVILA, DEPUTY TREASURER OFFICE OF THE GENERAL TREASURER 40 FOUNTAIN STREET, 7TH FLOOR PROVIDENCE, RI 02903 email: cavila@treasury.state.ri.us	Telephone #: (401) 222-8582 Fax #: (401) 222-8595 TTY/TDD #: 1-800-745-5555 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

UNCLASSIFIED

CLASS TITLE: ACCOUNTANT/INVESTMENT ANALYST

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: To assist with various projects and analyses related to the administrative and financial management of the General Treasurer's Office. This includes assisting in the monitoring of the Employees' Retirement System of Rhode Island ("ERSRI") investment portfolio and Cash Management Division. To provide assistance in matters related to the Cash and Debt Management processes, presentation, and monitoring; and to do related work as required.

SUPERVISION RECEIVED: Receives direction and works under the general supervision of the Fiscal Manager and the Cash Manager, who reviews work results for conformance to established procedures, regulations and controls.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To support the functions of the Cash Manager and Fiscal Manager in a variety of financial functions and assist and backup the Fiscal Manager.

Cash Management

This position will provide assistance and backup to the short-term investment function. To assist in the analysis of the daily cash balance, outstanding receipts and anticipated disbursements to determine investable cash balances. Investigate cash deposits and disbursement activity. Conduct surveys of various financial institutions for rate, term and soundness of investment and to review such investment options to determine the most cost-effective purchase to yield the maximum return. Provide back-up coverage to the short-term investment staff in daily trading and funding activity.

To monitor and transfer State ACH payments to municipalities. This is coordinated through cashflow analysis and availability. In addition, monitors municipal compliance with ERSRI's contribution regulations in conjunction with the disbursement of monthly state aid.

To perform calculations and verifications of bank fees, bank analysis and bank statements and money market funds to ensure proper billing and cost.

To produce monthly and quarterly reports on short-term investment portfolio performance, including benchmark comparisons.

To prepare monthly and annual cash flow budgets and forecasts and monitor cash flow activity.

In addition, this position performs various other tasks related to the investment activities as assigned by Fiscal Manager, the Cash Manager or the Deputy General Treasurer for Finance. This might include such activities as assistance in the preparation of the Treasurer's annual fiscal report, cash management reports, arbitrage calculations, and related duties as assigned by appropriate authority.

Pension Fund

To assist in reconciling the state's investment accounting records and monthly, quarterly and annual performance to that of the various investment managers, the master custodian, general consultant, private equity and real estate consultants and the Retirement Accounting System. To assist in the verification and reconciliation of performance of the investment managers, and monitor the contractual provisions of the investment managers and other service providers to ensure compliance with contractual provision and guidelines and restrictions outlined in Investment Policy Statements. To monitor actual asset class allocation relative to targeted allocation.

To assist in the recording and processing of the pension funds alternative portfolio's capital call requests and distribution notices from private equity and real estate funds.

To work with the Custodian to enhance and update the monthly reporting process. To perform other related duties as required.

Debt Management

To assist and backup the Fiscal Management/Debt Analyst in the monitoring and coordination of Debt Management for the Treasurer's Office including preparing various reports and offering statements. To assist in the coordination of State debt issuance and the Treasurer's office relationship with paying agents, trustees and the State's Financial Advisor. To assist with debt service payments, and in the preparation of the Annual Report on Debt Management and semi-annual Municipal Debt Study to the Public Finance Management Board. To assist with annual presentations to the rating agencies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT

KNOWLEDGES, SKILLS, CAPACITIES: Must possess excellent quantitative and analytical skills; must be detail oriented and have a working knowledge of the principles of investment management; must have a working knowledge of computer systems with a strong achievement in spreadsheet applications; and related capacities and abilities. Must have knowledge of cash management concepts and practices.

EDUCATION AND EXPERIENCE: Must have a degree from a recognized college or university with a concentration in accounting, finance or related field; and experience such as may have been gained through employment in a cash management position or pension fund. Certified Treasury Professional (CTP) designation is preferred.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.